



**Assistant Dean of Research  
California Northstate University College of Pharmacy  
Elk Grove, CA**

**Faculty Rank/Staff:** Associate Professor or Professor

**Job Classification:** Exempt

**Salary:** \$10,000.00 Stipend ( This is an Add On Role.)

**Status:** Full-Time

**Location:** Elk Grove Campus

**Education:** Ph.D. of Pharmaceutical Sciences or Biomedical Sciences or related areas

**Reports to:** Dean, California Northstate University College of Pharmacy

**Supervisory Responsibility:** Personnel of CNU School of Pharmacy (CNUCOP) Research Office

**Benefits:** Per California Northstate University employee benefits

**Position summary:** The Assistant Dean of Research at California Northstate University College of Pharmacy (CNUCOP) will report to the Dean and serve as a key member of the college's leadership team. The Assistant Dean will be responsible for developing, managing, and enhancing the research enterprise of CNUCOP. This includes strategic oversight of research development, faculty support, extramural funding, and compliance, as well as fostering a culture of innovation and scholarly excellence. The position will supervise the personnel of the Office of Research, collaborate with the University Office of Research, and represent the college's research initiatives at institutional, state, national, and international levels.

**Qualifications:**

1. Ph.D. in Pharmaceutical Sciences, Biomedical Sciences or related disciplines.
2. Preferred Associate Professor, full professor or equivalent academic rank with a record of sustained research productivity.
3. 10+ years of experience in conducting and directing research in pharmaceutical or biomedical sciences.
4. Strong extramural funding record from NIH and other major agencies.
5. Prefer current principal investigator on active grants and consistent history of grant submissions.
6. Proven experience mentoring graduate students, postdoctoral fellows, and junior faculty.
7. Recognized nationally and internationally for contributions to research as evidenced by invited lectures, editorial board service, peer review panel participation, and as Editor of at least one high-profile scientific journal.
8. Extensive publication record in high-impact journals.
9. Prefer experience in pharmaceutical product development, manufacturing, and quality control; familiarity with FDA approval processes.
10. Demonstrated success in academic leadership roles, including supervision of research teams and strategic planning.
11. Knowledge and experience in clinical pharmacokinetic studies preferred.



### **Responsibilities:**

- **Leadership and Strategic Planning**
  - Develop and implement a strategic plan to advance the research mission of CNUCOP.
  - Serve as an ex-officio member at CNUCOP Research Advisory Committee.
  - Lead the Office of Research at CNUCOP and supervise its personnel.
  - Foster multidisciplinary research collaborations across all CNU colleges.
  - Oversee research infrastructure, including laboratory space, equipment, and the animal facility.
  - Support and manage university research centers, institutes, and core facilities.
- **Faculty Support and Research Development**
  - Guide faculty in developing competitive research proposals and facilitate grant submissions.
  - Organize workshops and training for faculty and trainees on grantsmanship.
  - Mentor faculty, graduate students, and postdoctoral fellows in research design, funding strategies, and scholarly dissemination.
  - Identify emerging funding opportunities and support investigators in securing extramural funding.
- **Grants and Compliance Oversight**
  - Oversee policies and procedures for pre- and post-award administration.
  - Develop and monitor systems for salary savings, indirect cost distribution, and seed grants.
  - Serve as a liaison between the CNUCOP and the CNU Office of Research to streamline research operations and compliance with regulatory bodies.
  - Ensure adherence to university, state, federal, and sponsor-specific research policies.
- **Innovation, Translation, and Industry Engagement**
  - Promote the translation of research into commercializable technologies and therapeutics.
  - Support intellectual property protection, including evaluating invention disclosures and overseeing the patenting process.
  - Lead initiatives to develop partnerships with industry, government agencies, and external collaborators.
- **Graduate Program and Academic Affairs**
  - Contribute to the growth and enhancement of the graduate program in Pharmaceutical and Biomedical Sciences.
  - Support efforts to integrate research into the curriculum and engage students in research experiences.
  - Ensure a vibrant and rigorous research training environment.

"California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status."

**Please send application materials to the HR Department at [hr@cnsu.edu](mailto:hr@cnsu.edu), or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.**